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11 May 1967

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MEMORANDUM FOR:

SUBJECT : Suggested Outline for Talk on Contracting

1. I enclose an outline of areas I think might be helpful to pass on to new project monitors in OEL. This is in line with an earlier discussion during which you advised that you were arranging a course of instruction for new people in OEL.

2. I believe the suggestions listed in the outline will be pertinent and timely. In order to make it particularly meaningful to project monitors and other technical people, the items listed under IV. will deal specifically with the working relationship between project monitor and contracting officer. I hope to pinpoint in each area the advantages to be gained by close coordination between these two individuals.

3. I am prepared to deliver this talk at any time you suggest. If you have any thoughts on other areas you would like covered, please let me know.

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